Book Fair Closing Procedures

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This process will need to be completed for each register as needed. This year both registers need ot be counted separately and placed into Scholastic separately.

1. Run the report from the register – see the machine for reports
2. Save the Report Slip(s) once printed
3. Record all checks on the clipboard provided and paperclip them together with the proper list for the treasurer
4. Tally the checks for each bundle and write it on a sticky note and attach it to the bundle. Verify they add up to the total on the register report. Please leave a note to explain any circumstances that it may not add up correctly.
5. Add up the credit card slips and verify the correct amount matches the register report
6. Place credit card slips in the proper register envelope with a sticky note detailing the tally on the outside.
7. Add up the remaining cash and record the amount on the breakdown sheet provided. Please verify the total matches the register report. You should be over by \_\_\_\_\_\_ because of the petty cash started in the till in register 1 only.
8. Leave all paid backorder slips in the envelope on the cashier station to be ordered in the am.
9. Place all checks, credit card slips and cash into the correct folder marked “Closing Book Fair Packet” for the date closed.
10. This entire envelope must be placed into the cash box and locked with the cashbox key along with this signed sheet.
11. An education Foundation member and or Library Media Specialist will know the final procedures for the safe keeping of the funds at this point.

Closing cashiers, please sign below.

Education Foundation Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SG Library Media Specialist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_